



CERTIFICATE OF OCCUPANCY POLICY 2014-01

Community Planning and Economic Development
Development Services/Construction Code Services

Revised March 2014

The Minnesota State Building Code (MSBC) requires that new buildings, and existing buildings that have the occupancy classification changed, must obtain a certificate of occupancy from the administrative authority before the building can be occupied and used. Instructions for obtaining a certificate are contained herein.

Certificate of Occupancy: A **certificate of occupancy** is issued for a new structure, or for an existing structure whose occupancy has changed, when substantial compliance with the MSBC has been achieved. A certificate of occupancy is valid for the life of the building or until the building use/occupancy changes. A certificate of occupancy inspection must be performed in order to approve the issuance of the certificate. There is no fee for a certificate of occupancy inspection. Penalty fees may apply if re-inspection is necessary.

Temporary Certificate of Occupancy: If the owner of a building desires occupancy of a partially finished building a **temporary certificate of occupancy** must be requested and obtained. The part of the building to be occupied must be safe for any occupants while the construction proceeds. All life safety features of the building must be complete and in working order, and the construction work must be separated from the occupied portions of the building. The fee for a temporary certificate of occupancy inspection is as stated in the current Director's Fee Schedule. The fee is due upon request for the temporary certificate inspection. One and two-family dwellings are not eligible for temporary certificates.

In condominium and apartment structures a temporary certificate may be requested in order for residents to move into finished dwelling units while work continues in unfinished portions of a building. All common areas and life safety features of the base building must be finished and approved by Construction Code Services (CCS) inspection in order to receive a temporary certificate of occupancy. A certificate of occupancy must be issued first for the base building before a temporary certificate can be requested and issued. In addition, apartment structures must have **all dwelling units** finished and approved by CCS inspection on any floor that will be occupied. It is also recommended that the plumbing sub-contractor discuss air testing with the plumbing inspector prior to requesting a temporary certificate.

Certificate of Occupancy inspection scheduling procedure:

To schedule a certificate of occupancy or temporary certificate of occupancy inspection an authorized representative of the permit applicant must **call (612)673-2327** to request the inspection. It is required that you call **20 business days** before the date you wish to occupy the building to allow for scheduling of all necessary CCS inspectors and to allow for re-inspections if necessary. Construction Code Services staff will send notification to the building, elevator, mechanical, plumbing, and fire inspectors of this appointment. Fire and life-safety systems and elevators must be pre-tested prior to the certificate inspection. In addition, electrical work performed under a state electrical permit will need a state inspection and approval. The city of Minneapolis does not schedule with the state electrical inspector.

At the scheduled day & time, the authorized representative and any sub-contractors must meet the CCS inspectors at the site. The city approved drawings must be on site and available to the inspectors. Each inspector will provide the authorized representative or sub-contractor with any correction orders. Corrections must be completed and re-inspected before issuance of a certificate can be authorized. Additional fees may apply if re-inspection of any work is required after the initial certificate inspection.

The authorized representative may call (612) 673-2327 twenty-four hours after the inspection to determine the status of inspections. After all the inspectors approve all final inspections, CCS will issue the type of certificate requested.

If a temporary certificate of occupancy is issued, the authorized representative must still apply for the certificate of occupancy prior to the expiration date on the temporary certificate.